

COURSE BROCHURE

BSB80120

GRADUATE DIPLOMA OF
MANAGEMENT (LEARNING)



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ABOUT THIS BROCHURE

This brochure provides all the information you need to know about enrolling in the BSB80120 Graduate Diploma of Management (Learning).

COURSE DETAILS

PROVIDER NAME	College 21
RTO CODE	46521
CRICOS CODE	04423M
CRICOS COURSE CODE	TBA
LOCATION OF COURSE	921 Punchbowl Road, Punchbowl NSW 2196
DELIVERY MODE	This program is delivered in the classroom, through scheduled and supervised online sessions.
DURATION	52 weeks, including 40 weeks of training and assessment spread over 4 terms of 10 weeks each and 12 weeks of holidays.
COMMENCEMENT DATE OF COURSE	TBA
STUDY DETAILS	Students are required to attend 14 hours of training and assessment per week and complete 6 hours of scheduled, structured and supervised online learning and assessment per week. Additional, unsupervised study is expected to be approximately 5 hours a week.



OVERVIEW OF COURSE

This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design, and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others.

The latest release of the qualification and packaging rules can be found at the following link:

<https://training.gov.au/Training/Details/BSB80120>

WHO SHOULD APPLY FOR THIS COURSE AND WHY?

This course is targeted at international students who are:

- seeking to pursue or further a career in organisational learning and capability development
- seeking to enter a new industry sector
- seeking a pathway to higher level qualifications.

Completing this course may provide you with employment options in organisational learning and capability development roles in a range of industry areas. Further learning pathways may include education into higher education qualifications in organisational learning and capability development.

WHAT CAN I EXPECT?

The following units are included in this course, and all are required for the award of the qualification. If you successfully complete some but not all units, you will be awarded with a Statement of Attainment.

CODE	TITLE	CORE OR ELECTIVE
BSBHRM613	Contribute to the development of learning and development strategies	Core
BSBLDR811	Lead strategic transformation	Core
TAELED803	Implement improved learning practice	Core

CODE	TITLE	CORE OR ELECTIVE
BSBFIN801	Lead financial strategy development	Elective
BSBHRM611	Contribute to organisational performance development	Elective
BSBINS603	Initiate and lead applied research	Elective
BSBSTR801	Lead innovative thinking and practice	Elective
BSBLDR812	Develop and cultivate collaborative partnerships and relationships	Elective

TRAINING AND ASSESSMENT INFORMATION

This course is delivered through face-to-face and online training and assessment.

You are required to attend classes on campus for 14 hours per week, as well as complete 6 hours per week of scheduled and supervised online learning via a web-based software for 40 study weeks (4 terms of 10 weeks each). Holiday breaks are 12 weeks in total, and the timing of these breaks will be advised in your timetable when you start your course.

In addition to face-to-face training and assessment and scheduled and supervised online learning, you will also need to complete approximately 5 hours of additional, unsupervised study per week which includes research for assessments and general reading.

You will also need to complete assessments for this course which may include:

- written questions
- projects
- presentations
- reports
- role plays/observations.

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed.

Your classes will be conducted in modern classrooms, and you will be able to access Wi-Fi. There are also areas for you to relax, as well as conduct additional study.

You will be provided with a Student Guide relevant to each unit in your course.

COURSE PROGRESS AND ATTENDANCE

Satisfactory course progress and attendance is very important to meet visa requirements. Please read the International Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

STUDENT SUPPORT

We offer the following in relation to support and welfare:

- one-to-one support from the trainer/assessor
- support with personal issues
- access to additional learning resources
- reasonable adjustment in assessment
- social events
- information about external sources of support.

You may not have studied for a while, may have English as a second language or need additional assistance with literacy or numeracy.

We will identify any additional support needs you may have at the time of application and enrolment and may prepare a Student Support Plan for you based on those needs.

RESOURCE REQUIREMENTS

You are required to bring your own laptop with Office 365 (or similar program) to all classes. These costs are not included in your course fees. Specifications for laptops and associated costs are included below.

PC

	MINIMUM REQUIREMENTS
Processor	Intel® Core i5 (10th Gen) or AMD Ryzen 5 3600, 64-bit support, 3.0 GHz or faster Microsoft Windows 11
Operating system	Microsoft Windows 11
RAM	16 GB (8 GB minimum, 32 GB recommended for high performance tasks)
Hard disk space	5 GB or more of available SSD storage

MINIMUM REQUIREMENTS	
Monitor resolution	1920 x 1080 (Full HD) display (2560 x 1440 or higher recommended) with 16-bit colour support; 2 GB or more of dedicated VRAM (4 GB recommended)
Graphics processor acceleration requirements	OpenGL 4.0-capable system
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

MACOS

MINIMUM REQUIREMENTS	
Processor	Multicore Intel processor with 64-bit support
Operating system	macOS Tahoe 26
RAM	2 GB or more of RAM (8 GB recommended)
Hard disk space	4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended
Graphics processor acceleration requirements	OpenGL 2.0-capable system
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

NAME OF SOFTWARE	ASSOCIATED COSTS	
Office 365	\$159 annually	https://products.office.com/en-au/buy/office
LAPTOP DETAILS	ASSOCIATED COSTS	

Any laptop that meets the specifications above	\$450 (approximate only)	Various
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COURSE CREDIT

You can apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning) as per the information included in our International Student Handbook, which is available at <https://college21.edu.au/>

Please note that although we are required to offer you RPL, it would not be expected as an international student that you would pursue this opportunity as most likely you would not have relevant workplace experience and existing skills and knowledge.

If you are granted course credit, this will affect your course fees as well as the duration of your course. We will advise you in writing of changes to fees or course duration because of the credit. You will also be issued with a new Confirmation of Enrolment.

For any questions about course credit, contact us at the details shown below.

WHAT ARE THE ENTRY REQUIREMENTS?

College 21 has the following entry requirements:

You must:

- be at least 18 years of age
- have completed a Diploma level qualification or above from the BSB Training Package, or equivalent
- participate in a course entry interview to determine suitability for the course and your needs. The course entry interview will also assess whether you can use digital technologies
- have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
 - educated for 5 years in an English-speaking country; or
 - successful completion of an English Placement Test at IELTS level 6.0.

Note that other English language tests such as PTE and TOEFL can be accepted. You are required to provide your results so that we can confirm they are equivalent to IELTS 6.0.

HOW MUCH DOES IT COST?

The costs for this course are as follows:

ENROLMENT FEE	AUD \$250 (non-refundable to be paid on application)
MATERIAL FEE	AUD \$1,000
COURSE FEES	AUD \$12,000

NON-TUITION FEES

May apply and can be found in our International Student Handbook on our website at <https://college21.edu.au/>

Course fees do not include laptops or software – see information above.

A detailed payment plan and payment arrangements are provided in the Offer Letter and Student Agreement. You must pay all your course fees and on time. Non-payment of fees may result in cancellation of enrolment.

You are also required to take out Overseas Health Insurance Cover before arriving in Australia. College 21 provides details of OSHC providers in the International Student Handbook. You can approach any of these providers to find out costs and organise your cover.

Additional costs associated with living in Australia are outlined in the International Student Handbook. You should carefully review these costs in relation to budgeting. Further information can be found at <https://www.studyaustralia.gov.au/en/life-in-australia/living-and-education-costs>.

HOW CAN I APPLY?

To apply for this course, you are required to complete an enrolment form and submit all required supporting evidence including:

- a copy of your Diploma level qualification or above from the BSB Training Package, or equivalent
- proof of English language proficiency as specified in the entry requirements.

WHERE TO FROM HERE?

If your application is successful, we will send you an Offer Letter and Student Agreement. You should make sure you read through this document carefully to make sure you are happy with all terms and conditions. If you are, then simply sign the document and send it back to us.

Once we receive this, we will issue you with a Confirmation of Enrolment (CoE) letter and an invoice for the first payment.

The first day of each course will include orientation and induction. Orientation will include information about the campus, living in Australia, accessing our support services and methods for achieving success throughout the course, including course progress requirements.

This course outline should be read in conjunction with College 21's International Student Handbook. This can be found online at <https://college21.edu.au/>